

1 October 1981

MEMORANDUM FOR: Director of Data Processing  
THROUGH: Executive Officer  
FROM: Chief, ODP Administrative Staff  
SUBJECT: Weekly Report for the Week Ending  
30 September 1981

PERSONNEL

STAT [ ] resigned effective 30 September 1981.  
STAT [ ] are scheduled to  
STAT report to the ODP Administrative Staff on 5 October 1981.  
[ ] transferring from the Office of Communications  
from the Office of Sigint Operations.

ADMINISTRATIVE

The Director of Medical Services advises all employees that in case of medical emergency, dial extension [ ] and provide the following information: name and extension of caller, location, patient's name and badge number, and problem and/or condition of patient. STAT

The Office of Medical Services will administer flu immunizations from 19 - 23 October 1981. They will be given in the Headquarters Building between the hours of 1:00 and 4:00 p.m. during this period. Schedules for immunizations at other locations will be arranged by the Nursing Office.

All employees are reminded that CFC Pledge Cards must be returned to their respective keypersons in order that they may be turned in to the Office of Personnel.

As of 22 September 1981, ODP had 21 delinquent Performance Appraisal Reports. They break down as follows: ODDP (1), CSS (3), OPSD (1), SPD (11), ED (4) and PROD (1).

